



LEGAL SERVICES MANAGER

Department: Prosecuting Attorney

Job Class: 148200

Pay Range: Executive 05

FLSA Status: Exempt

Represented: No

GENERAL FUNCTION:

This is a highly responsible administrative and management position. The Legal Services Manager is responsible for managing a wide range of financial and administrative functions for the Prosecuting Attorney's Office, which includes identifying and writing grant applications, working directly with internal and external stakeholders on analysis and development of overall department budget, and supervising front office staff. Additionally, in consultation with management staff, establishing goals, objectives, policy and procedures which are consistent with overall office goals and policies. Work is performed with considerable latitude and use of independent judgment and is reviewed by the Chief of Staff. By virtue of the title and responsibility, this employee is a permanent member of the leadership team and as such participates in the development and implementation of organizational goals and objectives, and in the budget process.

ESSENTIAL FUNCTIONS:

- Formulate and administer departmental budget. Analyzes budget and makes recommendations to Chief of Staff and Prosecuting Attorney including working directly with external stakeholders and internal staff in preparing of annual budget documents.
- Research and identify grant opportunities and potential programs, training and equipment availability through grant resources or alternative funding. Monitor grants and ensure compliance with grant requirements.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions, approve leave and overtime requests; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Participate in hiring, training, promotion, assignment and disciplinary action of support staff.
- Liaison for the Prosecuting Attorney at several "standing committees" and with department directors, courts, the media, the public and other city, state and federal agencies.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Supervise data collection for the preparation of financial reports on departmental activities.
- Control expenditures. Analyze operating procedures to devise most efficient methods of accomplishing work.
- Ensure internal audits of fiscal records are conducted and participate in provider audits and site visits.
- Approve all equipment purchase and technical changes.
- Participate with other leadership staff in planning and implementing overall departmental objectives and long range goals.
- Coordinate department activities with other local government officials, community organizations, and the public at large.
- Serve as member of Prosecuting Attorney's leadership team. Participate in developing long-range strategic workforce planning and develop strategies for improving employee/management relations.
- Maintain a close working relationship with the Prosecuting Attorney involving a high level of trust.

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- Develop goals and objectives and recommend personnel policy and procedures consistent with overall office goals and procedures.
- Research and provide input regarding workforce, equipment and office space needs for budget development.
- Oversee office-wide programs and projects such as IT, facility remodels and moves, and continuity of operations plan.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of Prosecuting Attorney's Office policy, procedures and functions.
- Knowledge of criminal justice system and its procedures as they relate to work performed.
- Knowledge of the principles of public administration, organization and personnel management.
- Knowledge of the method and techniques of budget preparation and execution.
- Skills in negotiation, conflict resolution and problem-solving.
- Skill in managing and evaluating staff.
- Skill in effective employee relations, techniques and methods.
- Skill in strategic planning.
- Ability to understand, interpret, and apply county, state, and federal regulations to the operation of the Prosecutor's Office.
- Ability to communicate effectively in person and writing. Excellent written and oral communication skills.
- Ability to develop and maintain positive and effective working relationships with employees, managers, staff in other County departments, and community professionals.
- Ability to maintain administrative and fiscal compliance in the area of purchasing, payroll, personnel management, contract/grant administration, accounts receivable, payable, etc.
- Ability to analyze complex administrative problems and make sound policy and procedural recommendations as to solutions.
- Ability to coordinate and administer data processing applications for fiscal services, including accounting payroll contracts and personnel management.
- Ability to evaluate the efficiency and effectiveness of program procedures and activities.
- Ability to manage multiple diverse projects.
- Ability to physically perform the essential job functions.
- Ability to maintain regular and predictable attendance.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS:

Undergraduate and/or graduate degree with major emphasis in judicial, public or business administration preferred. Five or more years of administrative/management experience. Additional education or experience may substitute equally for the position requirements. Must be able to pass Prosecutor's Office background investigation and interview.